

P-PS



EMPLOYEE BULLETIN

EB No. 769

28 December 1979

AGENCY ENERGY CONSERVATION COMMITTEE

1. Energy conservation continues to be one of our highest national priorities. Accordingly, an Agency Energy Conservation Committee has been created to direct and monitor this Agency's efforts in support of the national program.

2. Committee members are as follows:

James H. McDonald, Director of Logistics, Directorate of Administration, Chairman

[] Office of Communications, Directorate of Administration STAT

[] Office of Data Processing, Directorate of Administration STAT

[] Office of Personnel Policy, Planning, and Management STAT

[] Executive Officer, Directorate of Administration STAT

[] Directorate of Operations STAT

[] National Foreign Assessment Center

[] Directorate of Science and Technology

3. The committee's responsibilities consist of but are not limited to:

a. Ensuring Agency compliance with appropriate statutes and Executive directives related to energy usage. STAT

b. Studying and developing internal programs for energy consumption and monitoring their compliance. STAT

c. Assisting in promoting good conservation practices among employees.

d. Reviewing all suggestions on energy conservation offered by Agency employees.

4. Cooperation with the committee is requested to aid in this energy conservation effort. Questions may be directed to any member of the committee or the Plans and Programs Staff, Office of Logistics, extension

STAT

DISTRIBUTION: ALL EMPLOYEES (1-6)

☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Energy Conservation

FROM:

A/DDA

EXTENSION

NO.

OL 9 4451a

STAT

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/Logistics

pt

2.

STAT

3.

OL/P+PS

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.